



CITY POLICY

POLICY NUMBER: C468A

REFERENCE:

City Council 1994 05 10

ADOPTED BY:

City Council
10 September 2014

SUPERSEDES:

C468

PREPARED BY: Sustainable Development

DATE: 10 September 2014

TITLE: **Policy to Govern the Use of Funds from the Sale of Surplus School Sites**

Policy Statement:

Residual funds received from any sale of a surplus school site will be credited to the Funds in Lieu Reserve Account for use by Sustainable Development, in consultation with the affected neighbourhood and other neighbourhoods within the larger plan area through the Capital Priorities Plan

Residual funds will be disbursed to the geographic areas which generated the funds in the following order:

- firstly within the neighbourhood level plan area.
- secondly to adjacent neighbourhoods within the larger plan area.
- thirdly to other neighbourhoods or the district park within the larger plan area.

Within the geographic areas, funds will be disbursed in the following order:

- to retire outstanding debt incurred from the acquisition and servicing of the school site, including accrued interest to the date of receipt of funds from the sale.
- to acquire required neighbourhood school land and/or park land including environmentally sensitive natural areas.
- to develop parks to the Parks and Recreation Department minimum level of service.
- to develop parks to shared level of service, based on assessed program needs.

The purpose of this policy is to:

Provide direction as to the use of funds received from the sale of a surplus site.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.



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1. DEFINITIONS

- 1.01 Surplus School Site - land and improvements for the school building envelop only which have been declared as surplus by either the Edmonton Public School Board or the Edmonton Catholic School Board and by Sustainable Development.
- 1.02 Reserve Land - all land specified as municipal, school or environmental reserve under the authority of the Municipal Government Act and registered at Land Titles Office plus all land acquired by the City with funds from the Parkland Purchase Reserve Account or Funds in Lieu Reserve Account and all land from which the reserve designation has been removed for the purposes of disposal.
- 1.03 Municipal Reserve - all reserve lands other than those lands designated environmental reserve.
- 1.04 Funds in Lieu Reserve Account (FILR) - an account to which funds received as cash-in-lieu of reserve land in residential areas, money received from the sale of surplus reserve land in residential areas (as outlined in the Municipal Government Act) and account interest are credited.
- 1.05 Residual Funds - net proceeds transferred to Sustainable Development from the sale of a surplus school site after the deduction of the costs of the transaction.
- 1.06 Minimum Level of Service - the lowest of three levels of development of a park which includes grading, levelling and seeding (or sodding) of a park site as well as provision of adequate access, sports fixtures, trees and park identification signs.
- 1.07 Shared Level of Service - the second level of development of a park above minimum level of service where need is determined jointly by Community Services and the community. This level of development includes benches, walkways, playgrounds, lighting or other such amenities above the minimum level of service. Shared level of service is provided only on a cost-shared basis with the community.
- 1.08 Enhanced Level of Service - the third level of development of a park which includes development of the community league leased portion of the park site beyond grade level and seeding. This level of development is wholly funded by the community with no corporate funds provided.



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- 1.09 Park or Parkland - a parcel of land owned, acquired or set aside and designated by the City as a public park including all landscaping, facilities, apparatus, sports fields, utilities, buildings, significant natural areas, environmentally sensitive areas or other structures that are consistent with the general purposes of a public recreation area.
- 1.10 Neighbourhood Park Site - park as defined in 1.09 which usually serves people within one-half mile of their residence and is generally around 2 hectares in size.
- 1.11 District Park Site - park as defined in 1.09 which is generally around 12 hectares in size and is intended to complement neighbourhood parks and which serves several neighbourhoods within an Area Structure Plan.
- 1.12 Capital Priorities Plan (CPP) - a plan reviewed and approved annually by City Council, which allocates financial resources to Capital projects.
- 1.13 Significant Natural Areas - natural sites that have the potential to remain sustainable within an urban environment and are significant from an environmental perspective because of their size or features on the site.
- 1.14 Environmentally Sensitive Area - undisturbed or relatively undisturbed sites which because of their natural features have value to society and ecosystems worth protecting but are susceptible to further disturbance.

2. RESPONSIBILITIES

2.01 City Council will:

- (a) Approve amendments to this policy.
- (b) Approve the use of funds according to this policy through the Capital Priorities Plan (CPP).

2.02 General Manager, Sustainable Development will:

- (a) Track and record by neighbourhood and larger plan area, funds received and disbursed from the sale of surplus school sites.
- (b) Direct funds from the sale of a surplus school site firstly within the neighbourhood level plan area, secondly to adjacent neighbourhoods within larger plan area and thirdly to other neighbourhood or district parks within the larger plan area. Within the plan areas, funds will be disbursed in the following order:



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- (i) to retire outstanding servicing and acquisition costs as well as any accrued interest;
- (ii) to acquire required neighbourhood parkland;
- (iii) to develop parkland to the minimum level of service;
- (iv) to develop parkland to the shared level of service, based on assessed program needs.

3. PROCEDURES

- 3.01 Upon declaration of a school site identified as surplus, Sustainable Development will place signage on the surplus school site to notify residents and provide a description of the limits for the planned school building site and the planned open space.
- 3.02 Sustainable Development will receive residual funds and record by neighbourhood level plan area and larger plan area.
- 3.03 Sustainable Development and Community Services will provide information to the affected community, including the analysis of the application of this policy within the geographic areas (neighbourhood, adjacent neighbourhoods, other neighbourhoods, or the district park within the larger plan area).
- 3.04 Upon the completion of the analysis specified in Section 3.03, citizens from the affected neighbourhood and other neighbourhoods within the larger plan area will be provided an opportunity to provide feedback on the use of residual funds.
- 3.05 Sustainable Development will apply residual funds to an outstanding debt incurred from the acquisition and servicing of the surplus school site.
- 3.06 Sustainable Development Department will identify the need for acquisition or development of parkland (as defined in Section 1.09) within the local neighbourhood or larger plan area and submit any proposed acquisition or development to Council through the established Capital Priorities Plan Process.
- 3.07 Sustainable Development Department will acquire and develop or direct the development of parkland to minimum levels of service and, based on need, to share levels of service, firstly within the neighbourhood level plan area, secondly to adjacent neighbourhood park sites within the larger plan



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area, and finally to other neighbourhood or district park sites within the larger plan area. Acquisition and/or development will occur in the following order:

- (a) acquisition of parkland;
- (b) development of parkland to the minimum level of service;
- (c) development of parkland to the shared level of service based on assessed program needs and available community funding.

4. APPENDIX

Attachment I Definitions of Different Levels of Plans

Attachment II Chart of Priority Order for the Use of Surplus School Site Funds

DEFINITIONS OF DIFFERENT LEVELS OF PLANS

Neighbourhood Level Plan Areas

Neighbourhood: in older areas where no other plans exist, the neighbourhood park collector area will constitute the neighbourhood plan area.

Neighbourhood Structure Plan (NSP): for the purposes of this policy NSP shall refer to an area contained in a Neighbourhood Structure Plan or area which can support approximately 4,000 - 6,000 people which can be considered an integrated planning unit by reason of natural or man-made boundaries. Prior to 1979 these types of plans were referred to as Neighbourhood Outline Plans.

Neighbourhood Areas Structure Plan (NASP): a statutory plan combining the requirements of an Area Structure Plan and a Neighbourhood Structure Plan applicable to one or two neighbourhoods where no Area Structure Plan exists.

Larger Plan Areas

Area Structure Plan (ASP): a statutory plan describing the sequence of development the proposed land uses, the population density and general location of major transportation routes and public utilities in a new suburban area covering approximately 200 ha or more and several neighbourhoods. Prior to 1979 these plans were referred to as District Outline Plans.

Servicing Concept Design Briefs (SCDB): a non-statutory plan prepared for an integrated planning unit outlining municipal servicing requirements and conceptual land uses well in advance of anticipated development.

District: in older areas where no other larger plans exist, the district park collector area will constitute the larger plan area.

PRIORITY ORDER FOR THE USE OF SURPLUS SCHOOL SITE FUNDS

NEIGHBOURHOOD/NEIGHBOURHOOD STRUCTURE PLAN/

NEIGHBOURHOOD AREA STRUCTURE PLAN

NEIGHBOURHOOD LEVEL PLAN AREA

NEIGHBOURHOOD

Priority 1 - Retire Outstanding Debt

Priority 2 - Acquire Land

Priority 3 - Develop School/Parkland to Minimum Level

Priority 4 - Develop Parkland to Shared Level

DISTRICT/AREA STRUCTURE PLAN/

SERVICING CONCEPT DESIGN BRIEF

LARGER PLAN AREA

ADJACENT NEIGHBOURHOODS

Priority 1 - Retire Outstanding Debt

Priority 2 - Acquire Land

Priority 3 - Develop School/Parkland to Minimum Level

Priority 4 - Develop Parkland to Shared Level

OTHER NEIGHBOURHOOD/DISTRICT PARKS

Priority 1 - Retire Outstanding Debt

Priority 2 - Acquire Land

Priority 3 - Develop School/Parkland to Minimum Level

Priority 4 - Develop Parkland to Shared Level

